



A local Physical Therapy company is looking for THE next great Front Desk Person (receptionist) --- someone who is super-awesome, just loves people and wants to help a business get busier and grow.

We are looking for someone who makes a great first impression. We want patients to have a wonderful experience when they arrive for physical therapy. Customer service is a huge part of the physical therapy experience for our patients, as soon as they walk through the door.

Excellent computer skills are a must so you can pleasantly schedule patients both in the clinic and on the phone and knowledge of Excel is very beneficial. Good communication skills are required so you can communicate with patients as well as co-workers.

Experience in insurance verification is a must, responsibilities include explanation of insurance benefits to patients, collection of co-pays and co-insurance.

You must be willing to understand and learn about the field of physical therapy.

Experience is preferred, knowledge of how health insurance works, positive attitude, upbeat personality, organized and most of all a multi-tasker.

This position requires you to speak both English and Spanish fluently.

Professional appearance is required.